**Project Team Meeting**

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| **Project Name:** | EMart |
| **Purpose:** | Gathering the requirements and documentation |
| **Day, Date & Time:** | Tuesday, 06/11/2019, 2:30PM |
| **Location of Meeting:** | Colden Hall, CH3650 |
| **Attendees:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |
| **Absentees:** | None |

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
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**Date and time of next project team meeting:**

On 6/12/2019 in CH3650

**Team Members’ Roles**

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| --- | --- |
| **Project Name:** | EMart |
| **Team Members:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |

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| --- | --- | --- | --- |
| **Team Member** | **Role** | **Email** | **Contact No.** |
| Ramesh Nutulapathi | Back-end Developer | s534190@nwmissouri.edu | 8622948366 |
| Sai Prakash reddy Mamidi | Back-end Developer | s533725@nwmissouri.edu | (660)-726 2973 |
| Jyoshna Boppidi | Front-end Developer | S533706@nwmissouri.edu | 8164478354 |
| Aakash Valluru | Back-end Developer | s533714@nwmissouri.edu | 6605280893 |
| Havya Ravipati | Front-end Developer | s533630@nwmissouri.edu | 4089179608 |
| Sai Sri Lakshmi Vancha | Design Architect | S533905@nwmissouri.edu | 9293709105 |
| Venkata Sai Krishna Dasari | Testing | s533489@nwmissouri.edu | 6605280607 |

**DAILY REPORT (as a team)**

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| --- | --- |
| **Project Name:** | EMart |
| **Day:** | June 11, 2019 |
| **Team Members:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |

**REPORT:**

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| --- | --- |
| **Planned objectives** | Gathering the requirements for the application. |
| **Achieved objectives** | Some of the requirements and the required softwares were decided. |
| **Missed objectives and make-up plan** | None |
| **Plan for next day\*\*** | Decide the components of the website. |

**DAILY REPORT (individual)**

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| --- | --- |
| **Project Name:** | EMart |
| **Day:** | June 11, 2019 |
| **Name:** | Sai Sri Lakshmi Vancha |

**REPORT:**

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| --- | --- |
| **Planned objectives** | Gathering the requirements for the application. |
| **Achieved objectives** | Some of the requirements and the required software’s were decided. |
| **Missed objectives and make-up plan** | None |
| **Plan for next day** | Decide the components of the website. |